

HINGHAM TOWN COUNCIL

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MINUTES of the Annual Town Council Meeting held on Tuesday 07 May 2019.

Present

Councillors

Cllr P Eldridge (Opened the meeting as Chairman)

Cllr P Dore

Cllr R Bendle, Cllr Y Bendle, Cllr Dunnett, Cllr Foord,

Cllr Shingfield

Clerk – Alison Doe

There were 8 members of the public present including County Cllr Dewsbury

1. To elect the Chairman. The newly elected Chairman to sign the Chairman’s Declaration of Acceptance of Office

Proposals were made that Cllr Y Bendle and Cllr P Eldridge be considered for the position of Chairman. Cllr R Bendle declared an interest at this point. A vote was taken, Cllr Y Bendle was elected as Chairman. The Declaration of Acceptance of Office form (Chairman) was signed. Thanks was given by Cllr Y Bendle to Cllr P Eldridge for all of his hard work as Chairman over the past four years.

2. To elect the Vice- Chairman. The newly elected Vice - Chairman to sign the Vice-Chairman’s Declaration of Acceptance

A proposal was made that Cllr D Foord be considered for the position of Vice Chairman. Cllr Eldridge proposed that Cllr Dore should be vice chair. Cllr Dore indicated that she would like to stand down to make way for Cllr Foord. Cllr Foord was elected unopposed. The Declaration of Acceptance of Office form (Vice-Chairman) was signed. Cllr Foord thanked Cllr Dore for all her and help hard work as Vice Chair over the past four years. Cllr Shingfield also thanked Cllr Eldridge and Cllr Dore, especially for the work that had been undertaken with the cemetery administration.

3. Signing and Delivery by All Councillors of their Acceptance of Office forms

Acceptance of Office forms were signed by all Cllrs and delivered to the Clerk.

4. Apologies for absence - There were no apologies for absence from Cllrs, all were present at the meeting.

5. Public participation session

5.1 Mr Chris Tilley representing Clayland Homes spoke regarding the planning application 2019/0827 (agenda item 18.1.1) (Residential development of 5 single storey dwellinghouses. Land South Of Watton Road Hingham Norfolk). Mr Tilley advised that there had been a lot of enquiries regarding the development mainly from people wishing to purchase bungalows. Therefore the original proposal to build houses was withdrawn in favour of an application to build bungalows in a “traditional style”. It was stated that Clayland Homes envisage that the development would provide single level accommodation for those who may already be resident within the Hingham area but are looking to downsize from houses, to accommodation more suitable to their needs, within walking distance to the centre of town. Mr Tilley expressed that Clayland Homes are keen to work with the Council to give the community “what they want” in terms of development. Mr Tilley was thanked for his presentation.

6. Accuracy of the Minutes of the Town Council meeting of 02 April 2019

The Minutes were agreed as correct and signed by the Chairman

7. To receive a draft copy of the Minutes of the Annual Town Meeting of 16 April 2019

A copy of draft minutes of the Annual Town Meeting was circulated to all Cllrs prior to the meeting. The Clerk confirmed that the minutes, along with the written reports submitted are available on the Town Council website, and that the minutes will be agreed at the Annual Town Meeting in 2020.

8. Declarations of interests with regard to items on the agenda and to consider requests for dispensations

Cllr Y Bendle declared an interest in agenda item 18.

Cllr P Eldridge declared an interest in agenda items 39 & 41 (just prior to the agenda items being discussed).

9. Matters arising from the Minutes of 02 April 2019 (written report circulated prior to the meeting – See appendix A)

In addition to the written report the Clerk advised that work to the skate park was now complete.

10. Working party reports

The Cemetery and Churchyard working party met on 03 April 2019. It was reported that:

Permission for work in the Churchyard

Permission not been received to rebuild part of the retaining wall to the front of the Churchyard or for work that needs to be carried out on the Lime tree in the south east corner of the Churchyard. The Clerk is to chase this as a matter of urgency.

Leaning grave stone in the Churchyard

One gravestone is leaning badly, Town Council has previously agreed that the stone should be straightened but the necessary permission to do this is still outstanding. The working party now feel lying the stone flat may be a better option. A number of other gravestones are also leaning. Stones that lean as such, can be prone to cracking, and make it difficult for grass to be cut, there is evidence that the stones have been hit by grass cutting equipment. It is recommended that the working party continue to monitor the stones closely for cracks and movement.

Review of grave digger and the need for a contingency

It was agreed that a the current grave digger should be written to, to ask if she is still prepared to continue as the nominated grave digger for Hingham, and to write to other prospective grave diggers, to ask if they would also like to be considered as a nominated grave digger for the Hingham. The Clerk confirmed that as plots are now clearly marked out prior to grave digging there should be no issue with graves not being dug in the correct location, should the funeral directors have to use their own grave digger.

Review of Cemetery Fees

At the meeting of the cemetery working party the fees were reviewed. (The fees were last reviewed in February 2018 and increased effective from April 2018).

Having compared the present fees with those of Councils in the vicinity, the working party recommended that the fees remain unchanged. The Clerk advised that she had “taken flack” from a Funeral Director regarding the policy to charge triple fees for non-resident. It was also noted that the recent fee increases at Watton had made it considerably cheaper for a resident of Watton to be interred in Hingham Cemetery. Having regard to covering the cost of running/maintaining the cemetery it was proposed to increase the fees by 10% the proposal was amended to 5%. It was agreed that the fees should be increased by 5% from October 2019 (increase on the resident fee –the non-resident fee to remain triple that of a resident fee).

Discretion Policy re fees

It was agreed by the Town Council in 2018 that a discretionary policy should be drawn up by the working party setting out when discretion may be used regarding the fees (see agenda item 26).

Extension of Cemetery Driveway and turning circle

The present turning circle and parking area located half way up the south side of the cemetery was intended primarily, but not exclusively, for use by disabled visitors attending funerals or visiting the cemetery. However, it is not big enough for hearses or large cars to turn around, especially when there is another vehicle parked. There are 2 possible solutions, either to extend the driveway to the top of the cemetery with the addition of another turning area, or extend the driveway all the way round the cemetery, so that vehicles enter from one side of the cemetery and exit from the other. Quotes were sought for the latter a few years ago but it was decided that it was too costly. The Council agreed that these options should be investigated further and quotations sought.

Need for a bollard to protect a headstone

There is one headstone close to the edge of the turning circle, which could be damaged or knocked down by a vehicle. The working party recommended that a bollard or shrub be purchased and positioned to protect the headstone. The Council Agreed.

11. Reports from representatives on external bodies

The representative on the Lincoln Hall Committee reported that they are trying to obtain quotations to have the carpark re shingled, and there are ongoing issues with the toilets becoming blocked.

12. General Correspondence (information/circulars etc)

12.1 South Norfolk Council - South Norfolk on Show

12.2 South Norfolk Council – Help Hub Bulletin

12.3 South Norfolk Council – Notification of Tree Preservation Order - Sycamore - 1 Hardingham Street

12.4 Norfolk Police - Rogue Trader/Scam Alert

12.5 Norfolk ALC Bulletin - 17 April 2019

13. Correspondence (not for public inspection) as addressed directly to Hingham Town Council

None

14. To discuss any required responses/actions in relation to any item(s) of correspondence

With reference to - 12.3 - Notification of Tree Preservation Order - Sycamore - 1 Hardingham Street. The Council agreed to respond with an objection to the tree preservation order, deeming it to be inappropriate for a Sycamore tree (a non-native species).

15. District Councillor's report

District Cllr Y Bendle reported that at the recent District Council elections, the Conservative party lost 4 seats, meaning of the 46 District Councillors 35 are Conservatives, 10 are Liberal Democrat and 1 is Labour. Cllr Bendle offered thanks to those who had voted for her to be District Cllr for another 4 years, which will make 12 years in total. The Cabinet positions are to be agreed in a forthcoming meeting. It was also reported that since the start of the collaborative working arrangement with Broadland Council, some Assistant Director posts were still to be filled, and the Councils were looking internally "further down the line of staff" to fill these vacancies.

16. County Councillor's report

County Cllr Dewsbury reported that the Council had now moved to the Cabinet system with 10 Cabinet members, 8 being portfolio holders, of which she was the only woman being responsible for services including, fire service, museums, trading standards, archives, library and information services, (and other services) under the Communities and Partnerships portfolio . Cllr Dewsbury reported that Attleborough Library had now moved to its new location in the Attleborough Community and Enterprise Centre. It was also reported that NALC are looking for Councillors to become members

The Chairman offered congratulations to Cllr Dewsbury on her position within the new Cabinet.

17. Planning Decisions

- 17.1 2019/0624 - Sycamore tree - Fell
1 Hardingham Street Hingham NR9 4JB - Refusal
- 17.2 2019/0573 - Proposed single storey side extension
5 Hopsack Road Hingham NR9 4FB - Approval with Conditions
- 17.3 2019/0568 - Single storey front extension.
Orchard House Mill Corner Hingham Norfolk NR9 4LG - Approval with Conditions
- 17.4 2019/0478 - Replace existing rear sunroom and out-building with single storey extension.
12 Copper Lane Hingham Norfolk NR9 4JS - Approval with Conditions
- 17.5 2018/1843 - Dwellinghouse and garage.
Land East Of The Fields Hingham Norfolk - Refusal

18. Planning Applications (as notified by SNC for consultation)

18.1.1 2019/0827 Residential development of 5 single storey dwellinghouses. Land South Of Watton Road Hingham Norfolk

The Council agreed to recommend approval.

(other applications where the Town Council is not a consultee)

18.2.1 2019/0809 - Notification for Prior Approval for a proposed change of use of B8 commercial storage building and land within the curtilage to C3 single dwelling. Storage Building - South Of Watton Road Hingham Norfolk

18.2.2 2019/0860 - Oak (T1) - fell, Various (T2) - prune back overhanging branches from 2m to 0.25m. - Fairland House 2 The Fairland Hingham Norfolk NR9 4HN

19. To consider annual membership renewal of the Norfolk Association of Local Councils

The Clerk confirmed that she had found this a valuable use of information and advice and that the Town Council website is provided by Norfolk ALC. The Council agreed to renew the membership.

20. To review the Hingham Town Council Code of Conduct

A copy of the current Code of Conduct (as adopted 05 June 2018) was forwarded to all Cllrs prior to the meeting. The Council agreed that no changes were required.

21. To receive a copy of Standing Orders

The Clerk confirmed that a copy of the Current Standing Orders (as reviewed and agreed at the previous meeting) had been forwarded electronically to all Cllrs.

22. To consider any applications for co-option onto the Town Council (to fill 4 vacant seats)

Prior to the meeting, 5 written applications had been received, one further application was made in person at the meeting. Of the 5 written applications, 4 of these individuals were present at the meeting. Those applicants present were invited to speak in turn and the written application was read out from the individual who was unable to attend the meeting. Each of the 6 candidates received a proposal by a Cllr (seconded by another Cllr) to be co-opted onto the Council.

The applicants were asked to leave the room for the vote to take place.

The Council then voted on each applicant in turn (alphabetically), the applicants with the most votes were duly elected for co-option onto Hingham Town Council. They will officially take office at the next meeting on 04 June 2019.

The Clerk thanked all candidates for coming forward to be considered for co-option onto the Council.

Due to take office on 04 June 2019 as newly co-opted members of Hingham Town Council are Stephanie Amey, Debbie Bales, Ellie Cowles and Mary Sykes.

23. To receive a copy of the Good Councillor Guide (sent electronically)

Cllrs confirmed that they had received the electronic copy of the 2018 Good Councillor's Guide. The Clerk confirmed that she would send this to the co-opted Cllrs prior to the next meeting.

24. To receive the "Registration of Pecuniary and Other Interests" forms - which must be completed, signed and returned by 04 June 2019.

The Clerk confirmed that the form (as amended and sent to her by South Norfolk Council) had been forwarded electronically to all Cllrs prior to the meeting along with additional guidance. A Paper copy was made available at the meeting to those who needed one.

25. To review Standing Orders for Working Parties

A copy of the current Standing Orders for Working Parties (last reviewed May 2018) was forwarded to all Cllrs prior to the meeting. It was agreed no changes were necessary.

26. To discuss and agree the cemetery fees discretion policy

The Clerk had advised all Cllrs prior to the meeting that she would be requesting that this item be deferred to a future meeting as she wanted to seek legal advice on some points to be included within the policy. The Council agreed to defer this agenda item until a later date.

27. Review of representation on external bodies and arrangements for reporting back

It was agreed to defer this agenda item until the next meeting when the new co-opted Cllrs take office.

28. Review existing Working Parties and the Finance Committee and membership to them

It was agreed to defer this agenda item until the next meeting when the new co-opted Cllrs take office.

29. To review the Hingham Town Council Policy on Filming and Recording of Meetings

It was confirmed that the policy is as recommended by NALC. It was stated that the policy should be on display at every meeting. The Council agreed that no changes were required to

the policy other than the reference to the Data Protection Act – to read Data Protection legislation.

30. Proposal to adopt a new policy to cover dealing with the media and use of Social Media

Examples of policies used by other Councils, covering the use of Social Media were forwarded to Cllrs prior to the meeting. It was confirmed by the Clerk that a policy would need to be written. It was agreed that the Clerk should write a draft policy to be brought to a future meeting for discussion.

31. Proposal to invite tenders for/ discuss the street lighting maintenance contract

The Clerk advised that there is currently no consistency in the colour of lightbulbs used, some omitting a white light and some an orange light. This point is to be included in the tender, that lights should omit a white light. It was noted that the Town Council provide footway lighting only (not street lighting, which has a different definition based on height and frequency of lights).

*(NB: Highways Act 1980 s270 ““footway lighting system” means a system of lighting, provided for a highway, which satisfies the following conditions, namely, that either—
(a)no lamp is mounted more than 13 feet above ground level, or
(b)no lamp is mounted more than 20 feet above ground level and there is at least one interval of more than 50 yards between adjacent lamps in the system.)*

32. To note the time and place of meetings of the Council up to and including the next annual meeting of the council (to include the date of the next Annual Town Meeting)

It was agreed to continue with meetings on the first Tuesday of the month at the Lincoln Hall, dates as below:

04 June 2019

02 July 2019

(no meeting in August -)

03 September 2019

01 October 2019

05 November 2019

03 December 2019

07 January 2020

04 February 2020

03 March 2020

07 April 2020

05 May 2020 - next Annual TOWN COUNCIL meeting

Next Annual Town Meeting 21 April 2020

(Finance Committee meetings and any additional meetings arranged as required)

33. To propose items for the next Agenda

The following items were proposed for inclusion on the agenda of the next Town Council meeting (wording to be provided by Cllr making the proposal prior to publishing the agenda)

To discuss on how to control access to the Fairland green to prevent parking

To discuss the Tally Alley light

FINANCE

34. To receive copies of the Hingham Town Council Financial Regulations

A copy of the Financial Regulations (as reviewed by the Finance Committee 19 March 2019) was forwarded to all Cllrs electronically prior to the meeting.

35. To discuss and agree amendments to the bank mandate/cheque signatories

The Clerk confirmed that there are 2 of the current cheque signatories that have remained Cllrs and these should be retained (Cllr Dore and Cllr Eldridge). It was suggested that Cllr Y Bendle and Cllr Foord become cheque signatories. The Clerk will request the relevant paperwork from the bank.

36. To agree and sign off the Year End Accounts

A copy of the Account Summary for 2018/19 was given to all Cllrs. It was proposed and agreed to accept the accounts, which were signed by the Chairman (See Appendix B)

37. To receive South Norfolk Council notification of payment of the precept

The Clerk confirmed she had received a remittance notice from South Norfolk Council for payment of half of the annual precept - £ 33,500.00 – “payment made to 'Hingham Town Council' on 24 Apr 2019 by EBACS”

38. To receive notification of the section 137(4)(a) of the Local Government Act 1972 (“the 1972 Act”) for 2019-2020 (£8.12 per Local Government Elector)

The Clerk confirmed that this is the amount that is permissible by regulation for the Town Council to spend, when they do not have a specific power. She further explained that the Town Council sets its budget for S137 spending (far below the permitted level) and it is typically used for purchasing the poppy wreath and for the upkeep of the defibrillator.

39. Accounts for Payment

ACCOUNTS FOR PAYMENT 07 May 2019					
Cheque number	TOTAL		PAYEE	DETAILS	VAT
103937	£ 905.59		D RAMM	WAGES 5wks (879.36)	
				Cleaning products (7.30)	£1.21
				binbags (4.94)	£0.82
				fertilizer (13.99)	
103938	£ 871.64		A DOE	WAGES	
103939	£ 73.89		J SQUIRES	TOILET/BIN COVER	
103940	£ 626.48		EON	STREET LIGHT ENERGY	104.41
103941	£ 294.19		K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
D DEBIT	£ 66.09		NEST	PENSION	
103942	£ 56.84		FIRST COPY	METERED PRINTING	£9.47
103943	£ 374.00		P ELDRIDGE	CHAIRS ALLOWANCE	
103944	£ 216.00		A DOE	HOMEWORKING ALLOWANCE	
103945	£ 442.93		NORFOLK ALC	MEMBERSHIP/WEB HOST	
103946	£ 738.00		A DOE	Laptop/software	123.01
TOTAL	£ 4,665.65			TOTAL VAT	£287.95

40. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'

Confidential - The following items will require personal information to be discussed

41. To Consider and agree the Chairman's Allowance

It was agreed to pay the Chair's Allowance as per the amount specified by South Norfolk Council (£374).

42. To Consider and Agree The Clerk's Allowance

It was agreed that that the Clerk's allowance should be as specified, (being the amount as permissible by law £4 a week (£18 a month) to cover additional costs for working from home).

The meeting ended at 9.30pm

Signed Chairman 04 June 2019

MIN	Update
	Matters Arising From the minutes of the meeting on 02 April 2019
14	The key to the disabled toilet/baby changing facility has now been received the extractor fan is now fixed. The signs with contact details will be installed some time over the next couple of weeks – meter readings have been taken and will be forwarded to SNC – the paperwork will now be signed and forwarded to SNC.
15	Annual Town Meeting – attendance was disappointing – (25 people) draft minutes and reports are available on the Hingham Town Council website
	Other Updates
	The potential “twinning” project with Swanton Morley and Springfield Kentucky USA – was reported in the Parish magazine, asking for any community members interested in taking on the project – the Chairman to discuss further with the Chairman of Swanton Morley Parish Council. – Chairman to comment on any updates
	The application for the work to reduce the Churchyard Lime tree has been made to SNC – (Church permission also required). – Permission has been granted - A contractor will be sought – for this and other work required after the tree survey has been undertaken
	Laptop and software purchased - to be collected when ready in store
	Refurbishment of the Skate Park – work has been started, the contractor hopes to return to complete the work this week

OUTSTANDING ISSUES

Talley Alley Light –ongoing correspondence with UK Power network with regard to supply to the light – as yet unresolved
Annual Tree Survey to be requested
Repairs required to the Church Wall – the Clerk has written to Rev. Reed regarding the work required and removal of soil behind the curved wall – advice is awaited regarding permission required.
Moving the litter bin on the Market Place – A meeting is to be arranged with an individual who may be able to undertake this work
Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey has been forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook – this has been chased and has been passed to the department manager – chased again – The Contractor has requested a site meeting – the Clerk will try to avoid this and insist that the outstanding work be carried out – still to be resolved
Re-siting of the Town Council notice board – a suitable place is to be found in the Market Place and an assessment to be made on the usability of the existing notice board if it is possible for it to be moved.
2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s)
“Please do not park on the grass” signs to be priced/depending location of installation of bike racks
Commemorative Plaque for the Fairland Bus shelter – To be ordered.

Report prepared 05.05.19

Crime Figures – https://www.police.uk/norfolk/D12/crime/ February 2019 on or near
Lincoln Avenue - Public order 1 Violence and sexual offences 2
Drinkwater Close - Anti-social behaviour 2
B1108 - Shoplifting 1
Hall Moor Road - Violence and sexual offences 1
Low Road - Burglary 1

Hingham Town Council Accounts Year End 31 March 2019					
		RECEIPTS			
	2017/18			2018/19	
	£55,000.00			£61,000.00	
	£1,861.00		PRECEPT	£1,008.00	
	£113.03		GOVERNMENT GRANT	£380.98	
	£6,500.00		BANK INTEREST	£5,900.00	
	£100.00		CEMETERY FEES	£100.00	
£93,902.00	£47,404.80		RECREATION GROUND LETTINGS	£5,908.78	
£55,000.00	£2,143.65		CIL	£770.00	
£148,902.00	£912.60		EVENTS	£643.76	
	£3,616.29		NCC PARISH PARTNERSHIP/HIGHWAY PROJECTS	NCC PAID LATE - (APR 19)	£3,746.48
£0.49	£3,426.96		NCC GRASS CUTTING PAYMENT	SNC PAID LATE - (APR 19)	£3,426.96
£93,902.49	£21,795.00		SNC TOILET CLEANING PAYMENT	N/A	
	£143.36		S106 FUNDING FOR OUTDOOR GYM EQUIPMENT	£714.03	
			MISCELLANEOUS		
	£143,016.69		TOTAL	£76,425.55	
for 2016/17	£5,885.80		RECLAIMED VAT	£9,070.43	for 2017/18
	£148,902.49		GRAND TOTAL	£85,495.98	
PAYMENTS (N.B. NET FIGURE SHOWN FOR GOODS AND SERVICES)					
	2017/18			2018/19	
	£19,196.65		STAFF COSTS	£22,492.70	
	£6,907.72		GENERAL ADMIN (EXCLUDING STAFF)	£5,064.88	
	£240.00		S137	£93.00	
	£11,030.21		STREET LIGHTING	£21,780.48	
	£9,507.52		GRASS CUTTING	£9,697.80	
	£260.00		TREES	£5,785.00	
	£1,079.66		CEMETERY	£65.00	
	£1,086.20		EVENTS	£437.06	
CIL USED	£4,500.00		NCC PARISH PARTNERSHIP PROJECTS	£7,400.00	
	£5,084.74		MISCELLANEOUS	£6,009.34	CIL used Items Misc Maintenance/items purchased/Grants (other than CIL), water, toilet cleaning products&cover
	£21,795.00		S106 FUNDING FOR OUTDOOR GYM EQUIPMENT	N/A	
	£5,250.00		CIL (other than Parish Partnership)	£5,000.00	
	£85,937.70		NET TOTAL	£83,825.26	
	£9,070.43		VAT	£8,136.86	
	£95,008.13		TOTAL INC. VAT	£91,962.12	
Balance per bank statements 31 March 2019					
		£43,040.44			
		£120,744.60			
		£1,176.43			
dormant account		£186.80			
		TOTAL		£165,148.27	
		£47.27			
		£0.00			
				£165,101.00	
The net balances reconcile to the Cash Book for the 12 MONTHS - 01 April 2018-31 MARCH 2019					
CASH BOOK					
				£171,567.14	
				£85,495.98	
				£91,962.12	
				£165,101.00	
OF THE BALANCE THE FOLLOWING IS DESIGNATED OR RESTRICTED FUNDS					
	£47,393.04		OF WHICH £23,380 (NET) is for Lincoln Hall Driveway (APR2019)		
	£300.00				
	£100.00		UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND		
	£500.00				
	£3,393.75				
	£51,686.79				
IN ADDITION TO THIS THE TOWN COUNCIL HAS A RESERVES POLICY WHICH ALLOCATES ANY REMAINING RESERVES TO A SPECIFIC PURPOSE (FIGURES ADJUSTED ANNUALLY), INCLUDING A RESERVE FIGURE OF 1 QUARTER OF THE PRECEPT - TO ENSURE THE COUNCIL COULD CONTINUE TO OPERATE IN THE SHORT TERM IF THE PRECEPT IS NOT RECEIVED					